



---

# 2008-2009 MONTANA CULTURAL TRUST GRANT APPLICATION

---

POSTMARK DEADLINE 5:00 P.M.,  
AUGUST 1, 2006

SPECIAL PROJECT

SPECIAL PROJECT—\$4,500 OR LESS

CAPITAL EXPENDITURE

OPERATIONAL SUPPORT



STATE OF MONTANA PROGRAMS ARE AVAILABLE TO  
ALL MONTANANS. UPON REQUEST, AN ALTERNATIVE  
ACCESSIBLE FORMAT WILL BE PROVIDED.

## TABLE OF CONTENTS

Cultural Trust .....	1
Cultural Trust Grant Programs and Points for Consideration .....	2
Evaluation Criteria .....	4
Committee Considerations .....	4
Eligibility .....	5
Matching and Other Requirements .....	6
How To Apply .....	7
Application Form Definitions .....	8
Budget Definitions .....	9
Sample Budget Detail .....	10
Assurances .....	11
Grant Payment/Report Requirements .....	11
What to Mail Check List .....	12
Montana Cultural Trust Application Form .....	13
Special Projects Budget Form .....	15
Operational Support Budget Form .....	16
Capital Expenditures Budget Form .....	17
Feedback Forum .....	19
For More Information .....	20
Cultural Trust Grants Awarded FY 2006-2007 .....	Inside Back Cover



## **CULTURAL AND AESTHETIC PROJECTS ADVISORY COMMITTEE**

As of February, 2006

**Appointed by the  
Montana Arts Council:**

Judy Browning, Helena

Ann Miller, Billings

Gus Miller, Butte

Larry Pirnie, Vice-Chair, Missoula

James Poor, Helena

Jim Taylor, Missoula

Marcia Eidel, Helena

Laura McCann, Harlem

**Appointed by the  
Montana Historical Society:**

Ellen Crain, Chair, Butte

John Brumley, Havre

Janene Caywood, Missoula

Walter Fleming, Bozeman

Lon Johnson, West Glacier

Kevin Kooistra Manning, Billings

Penny Redli, Red Lodge

**Serving for the  
Montana Committee  
for the Humanities:**

Mark Sherouse, Missoula

# CULTURAL TRUST



## **MONTANA'S CULTURAL TRUST**

In 1975, the Montana Legislature set aside a percentage of the Coal Tax to restore murals in the Capitol and support other cultural and aesthetic projects. This unique funding source is a Cultural Trust, with grant money allocated every two years. Grant funds are derived from the interest earned on the Cultural Trust and from the General Fund.

In 1983, the Legislature established a Cultural and Aesthetic Projects Advisory Committee with 16 members, half appointed by the Montana Arts Council and half by the Montana Historical Society. The committee reviews all grant proposals and makes funding recommendations to the Legislature, which determines who will receive grant funds. The Montana Arts Council administers the program for the Legislature.

## **GRANT CATEGORIES**

Applicants may apply for a grant in one of the grant categories outlined on the next two pages. Application forms are included at the back of this booklet. Please read the instructions carefully. Challenge grant applications for Endowment Development are available upon request from the Montana Arts Council.

## **PROJECTS**

Applications must be for cultural and aesthetic projects, including but not limited to the visual, performing, literary and media arts, history, archaeology, folklore, archives, collections, research, historic preservation and the construction or renovation of cultural facilities.

Applications are encouraged for projects serving rural communities, racial and ethnic groups, people with disabilities, institutionalized populations, youth and the aging.





# CULTURAL TRUST

## POINTS FOR CONSIDERATION BEFORE YOU BEGIN



## 1) SPECIAL PROJECTS

- Are you requesting special project, operational, or capital expenditure support? In the past, there has been confusion about the difference between categories.
  - If your organization has paid staff at least one half-time position) apply under special projects or operational support EVEN if you are requesting less than \$4,500.
  - If you are applying for funding for a new staff position or program, apply under special projects even if it is for operational support.
- You may only apply for ONE of the four categories. (You may apply for one of the four categories and ALSO apply for a Challenge Grant for Endowment Development but know that, due to economic circumstances, endowment applications have not been funded in several years.)
- The grant period is July 1, 2007-June 30, 2009. All grant activities MUST occur and grant and matching funds be spent and/or encumbered during this grant period. If the grant activities do not occur and grant and match funds are not spent or accrued during the grant period the grant award will revert. There are no exceptions.

**Per State law MCA 2-3-203. Meetings of public agencies and certain associations of public agencies to be open to public.** (1) All meetings of public or governmental bodies, boards, bureaus, commissions, agencies of the state, or any political subdivision of the state or organizations or agencies supported in whole or in part by public funds or expending public funds must be open to the public.

This means all organizations funded by state monies at any level must open their meetings to the public. For complete details, please refer to the law above located on the web at:

<http://data.opi.mt.gov/bills/mca/2/3/2-3-203.htm>

The 2003 Legislature made a change in this law that now requires every board covered by the open meeting act also to have a public comment session that allows individuals to comment on matters that are within the jurisdiction of the agency conducting the meeting, even if they are not on the agenda of the meeting. If something is on the agenda, then the person shall be required to wait until it comes up and not speak during the general public comment period.

These grants are for specific activities, services or events of limited duration, the expansion of ongoing programs or for organizations to meet defined needs, or generation of new sources of revenue.

### Applications that Generate New Sources of Revenue

The Legislature may require that grant funds be repaid from initial earnings of the project and that the Cultural Trust receive a royalty from future revenues.

### Applications that Request Support for Arts and Cultural Education Projects

Funds from the Cultural Trust may be requested to support projects that:

- enhance existing arts and cultural programs
- take a new direction or begin a new program
- are innovative
- serve as models
- address multi-cultural aspects of the arts or
- seek to form and support long-term partnerships among arts organizations, non-arts organizations, community groups and schools.

Although the legislature encourages applications for arts and cultural education projects, they will NOT support projects created to:

- meet school accreditation standards or other mandated requirements or
- supplant other funds for current or ongoing programs operated by schools, colleges or universities.

# GRANT PROGRAMS

## 2) SPECIAL PROJECTS REQUESTING \$4,500 OR LESS



These requests may be submitted by organizations that are all-volunteer or employ no more than one half-time person and are well suited for small requests. These applications will be reviewed knowing the applicants have less grant writing experience.

## 3) OPERATIONAL SUPPORT



These grants are for cultural institutions that have been formally organized for at least two years with an ongoing program and generally with paid professional staff.

*NOTE: Operational support grants are not intended to reduce the applicant's fund-raising efforts or support program expansion. See special projects for staff program expansion*

Applications for operational support may also be considered in special circumstances including:

- The development of emerging cultural institutions — groups in the early stages of growth that otherwise meet the requirements for this category;
- Organizations with no local funding base;
- Organizations serving the entire state or a significant region of the state;
- Well-managed and established organizations confronting emergency situations (unforeseen circumstances that have a major effect on the organization and call for immediate action);
- Organizations recognized as essential to Montana's cultural life because of excellence of programming and length of service;
- Organizations providing a high ratio of cash match to their grant request.

## 4) CAPITAL EXPENDITURES



These grants are for additions to a collection or for acquisition of works of art, artifacts or historical documents; historic preservation; purchase of equipment; or the construction or renovation of cultural facilities. Applications must include renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired. No more than 25% of the total grant funds appropriated by the Legislature may be used for capital expenditure grants.

*NOTE: See page 6 if the grant request applies to prehistoric or historic properties.*

## 5) CHALLENGE GRANT FOR ENDOWMENT DEVELOPMENT



Forms are available under separate cover. Please call the Montana Arts Council at (406) 444-6430 or e-mail: [mac@mt.gov](mailto:mac@mt.gov).

Grantees are reminded that, due to economic circumstances, no endowment applications have been funded in the past several years.

# EVALUATION CRITERIA

*Funding recommendations will be based on these considerations:*

## **QUALITY AND CAPACITY**

- Have needs been identified by the group on which project or organization's activities are based? Have operational support and project grant applicants identified needs and addressed how they plan to meet those needs?
- What is the importance to local community / organization or state – as applicable?
- Does the grantee have the technical, artistic and administrative abilities to accomplish the request, within its resource capability, the budget specified and during the grant period? (July 1, 2007-June 30, 2009)
- Does the overall quality, content and style of presentation of the grant application, in tandem with the support materials, provide the committee confidence that this grantee can attain the goals within the grant period? (July 1, 2007-June 30, 2009)
- Is the project creative, innovative, practical or beneficial?
- Based on the nature of the application, is the applicant making efforts to provide public awareness and accessibility including publicity and taking into consideration ADA criteria?
- If the application will affect prehistoric or historic properties, what is the evaluation by the State Historic Preservation Office?
- Is the relative level of local support demonstrated?

## **CULTURAL IMPACT**

- How well does the project contribute to, or improve the cultural development of the service area?
- Does the project address an identified need for the establishment or augmentation of an activity or service?

## **COST FACTORS**

- Is the project cost-effective? How will the funds be spent? Is the cost reasonable and realistic?
- Is there a mix of revenue sources for the project? If the application is being made by or on behalf of an organization that owns a cultural facility, what is the extent and type of local governmental support (cash match from local sources and/or donation of in-kind goods and services)?
- What is the project's potential to stimulate other sources of funding or to become self-supporting?
- What is the probability the project will be accomplished within budget and with available resources?

# COMMITTEE CONSIDERATIONS

*Committee recommendations to the Legislature, when taken as a whole, will also address these considerations.*

## **GRANT FUNDING TO:**

- Assist the entire state.
- Provide enrichment to the population at large.
- Encourage opportunities for all Montanans to create, participate in and appreciate the wide range of cultural and aesthetic activities regardless of age, sex, race, ethnic origin, income, physical and mental ability, or place of residence.
- Reflect a variety of interests and disciplines and may be highly variable in scope, serving anywhere from local communities or counties, to multi-county regions or the state. Grant awards may range from single sponsors to those that represent coalitions of organizations.
- Fund grants at a range of funding levels. The lowest acceptable grant request for this program is \$1,000. For examples of funding levels, see the inside back cover for the previous biennium's awards or visit the MAC website ([www.art.mt.gov](http://www.art.mt.gov)).



# ELIGIBILITY

## APPLICANTS

Any person, association, group, or a governmental agency may submit an application for funding.

All applications must, however, be officially sponsored by a governmental entity. This could be Montana state, county, city, town or Indian tribal governments. Examples of government sponsors are county art or historical museums, public libraries, public educational institutions or school districts, state agencies, city arts commissions, or parks and recreation departments, and tribal cultural or education committees. Documentation of governmental status is required.

The government sponsor is the official applicant. It may itself seek funds, or it may sponsor the proposals of other persons, organizations, associations or coalitions. It must have accounting and financial services available and must bear ultimate legal and fiscal responsibility for the project, if funded.

*NOTE: It is the responsibility of those interested in developing proposals for Cultural and Aesthetic Project grants to negotiate with the government sponsor to make the application. The Montana Arts Council will help identify an appropriate government sponsor upon request.*

Non-profit organizations with statewide programs and/or services, or those serving a major region of the state or with a statewide arts and cultural constituency, may ask the Montana Arts Council to serve as their governing unit and fiscal agent. Organizations should not assume the Montana Arts Council will serve this role. This service must be requested and approved in writing before submission of application.



## WHY DO APPLICATIONS REQUIRE A GOVERNMENT SPONSOR?

When the Cultural Trust was originated in the mid-70s, the Legislature determined that government agencies or governmental departments should provide accounting and financial services to oversee these funds once granted to local organizations throughout Montana. Over the years, these governmental agencies have become more connected with what is happening on the local cultural scene and understand how valuable it is to the community and state.

## WHAT ARE THE OBLIGATIONS AND RESPONSIBILITIES OF THE GOVERNMENT SPONSOR?

These are itemized on the signature page of the grant application form. It states that the government sponsor will provide financial and accounting services and be fiscally and legally responsible for the completion of the project. Please see page 14.

### A NOTE FROM THE ARTS COUNCIL STAFF:

We are working to reduce and streamline administrative processes for all grant programs.

- We cannot accept support materials after the postmark deadlines.
- All budget information, letters of support, and other supplemental materials must arrive by the postmark deadline.
- The staff will be happy to do a preliminary review of applications upon request to ensure that all the necessary information has been provided and that budget figures are correct. In order to accommodate all applicants, the staff will be able to do this only if materials are submitted to them no later than July 14, 2006.
- Applications will be submitted to the Cultural and Aesthetics Committee panel as they were submitted to MAC by the applicants.
- The staff will not be able to contact people for missing materials.

**The Montana Arts Council and staff have no decision-making authority over any application. The agency only provides administrative services for the advisory committee and the legislature.**

# MATCHING AND OTHER REQUIREMENTS

## **MATCHING FUNDS**

These are funds other than Cultural and Aesthetic Project grants allocated or received by the grantee during the two fiscal years of the grant period and used exclusively for the project receiving Cultural and Aesthetic Project grant funds. Documentation of matching funds must be received by June 30, 2008.

## **SPECIAL PROJECTS UNDER \$4,500**

### **SPECIAL PROJECTS**

### **OPERATIONAL SUPPORT**

Each grant dollar is matched with one dollar in cash or in-kind goods and services.

## **CAPITAL EXPENDITURES**

Each dollar in grants is matched with three dollars in cash or in-kind goods and services.

## **ALL APPLICATIONS SUBMITTED FOR COUNTY OR MUNICIPALLY OWNED GOVERNMENT FACILITIES:**

1) For a cultural facility owned and operated by a county or municipality to be eligible for a Cultural Trust grant, the facility must receive financial support from that county or municipality. 2) For a cultural facility owned by a county or municipality, but operated by a non-profit organization, the facility must have, at a minimum, in-kind support for the facility from that county or municipality.

## **NEW FINAL REPORTING REQUIREMENT**

Part of each final report will require grantees to set up a meeting with their state representative and senator to tell them about the grant, its impact on the community and its public value and to personally thank them for this state support.

## **FIRST TIME APPLICANTS**

First time applicants and applicants not previously funded must contact the Montana Arts Council before applying.

## **HISTORIC PRESERVATION PROJECTS**

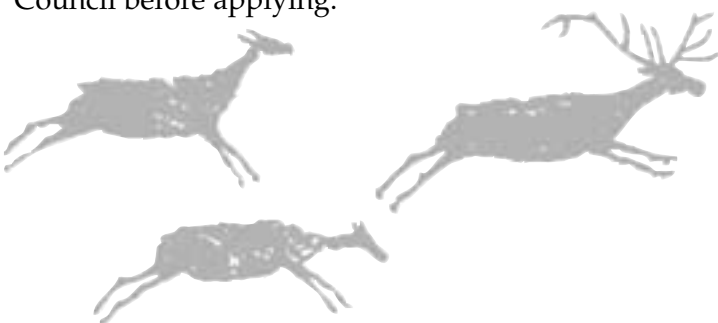
Applicants proposing projects affecting prehistoric or historic properties or on those covered by historic preservation covenants shall:

1. Contact the State Historic Preservation Office (SHPO) to evaluate the possible impact on these properties and appropriateness of plans (see page 20).
2. Provide SHPO with all relevant information about the property and project plans.
3. Include with the application a letter from SHPO outlining how the project can proceed in a way that preserves significant historic or prehistoric properties. No funds will be released until such a letter is received by the Montana Arts Council.

**Moving Historical Buildings:** Although understandable and justifiable in some instances, the relocation of many historic buildings contributes significantly to the loss of Montana's priceless heritage and warrants close scrutiny. Once moved, a building most often loses its historical value; moving buildings is viewed as a last resort in historic preservation.

**Native American Antiquities:** As reflected by the passage of such legislation as the Native American Graves Protection and Repatriation Act (NAGPRA), professional museums and public agencies should now be committed to treating objects and materials important to Native Americans respectfully and, if possible and as tribes request, returning such materials for safekeeping to appropriate tribes. Specifically, public historical and interpretive facilities should actively be (a) understanding and cataloging the full range of existing Native American sacred objects, objects of cultural patrimony, human remains, and associated and unassociated funerary objects, (b) communicating personally with tribes to determine affiliation where possible, and (c) as requested by tribes, committing to return and repatriation of materials for which historical affiliations and associations can be understood. Under no circumstances is display of human remains appropriate.

The NAGPRA law is very serious legislation. Interpretation should involve tribes and qualified professionals.





# How To Apply

## APPLICATION PROCEDURE FOR ALL GRANTS

1. Read this application booklet carefully to determine the eligibility of your request.
2. Call the Montana Arts Council if you are a first-time or previously unsuccessful applicant.
3. Identify the appropriate government sponsor to submit the application and make the necessary fiscal and administrative arrangements with officials. (See page 5.)
4. Assemble all historical, descriptive, documentary and fiscal information needed to complete the applications.
5. Make sure that you accurately estimate project and/or organization revenue and expenditures. Know where reductions in expenditures can be made. If the grant is funded at a lower level than you requested, you will need to provide a statement documenting how you will alter the activity to reflect the actual amount funded.
6. Prepare the required application narrative described at right.
7. Complete and include the checklist on page 12 and make the required copies of the completed form and support materials. Collate copies in proper order.
8. Have the application form signed by the authorizing official of the government sponsor. Make sure that the official understands the government sponsor obligations and responsibilities listed on the application.
9. Send original and copies to: Cultural and Aesthetic Projects Advisory Committee, Montana Cultural Trust, PO Box 202201, Helena, MT 59620-2201. Deliveries made by walk-in should go to 316 N Park Ave., Suite 252, Helena, MT.

*Please call the Montana Arts Council office if you have any questions.*

## POSTMARK DEADLINE

All applications must be hand delivered to the Montana Arts Council offices or display a postmark no later than August 1, 2006 at 5:00 PM. This deadline is established by law, and there are no exceptions. **It is strongly recommended that applications be sent by certified mail, return receipt requested.**

## APPLICATION NARRATIVE

The application narrative will more fully describe your project or your operations. It must not exceed three single-spaced typewritten pages. Please do not use type smaller than 12 point or smaller than 10 characters per inch.

*Please select the grant category under which you are applying. As you type your narrative, please answer the questions asked at right. Questions 1-7 must be addressed by all applicants; 8-9 must be answered if applicable.*

## NARRATIVE QUESTIONS TO ANSWER

Also see APPLICATION NARRATIVE at lower left.

1. Briefly describe your project or organization.
2. Purpose or goals. What specific needs will your project/organization address and what will be accomplished during the grant period?
3. Demonstrate the importance of the project to your local community and/or the state as a whole.
4. Special Projects and Capital Expenditures: Indicate major tasks and when they'll be undertaken. Describe outcomes or expected results and how you will determine them.
5. Operational Support: Describe how progress towards goals will be evaluated.
6. Describe how your organization's staff and/or volunteers have the technical, artistic and administrative abilities to complete and implement the project or program within the grant period (July 1, 2007-June 30, 2009).
7. Publicity and Access: Describe how you'll publicize the project or organization and ensure that the programs and services are accessible to all? If you are a facility applying for funding, have you conducted an accessibility study of your facility? Is your program such that printed materials, website materials and facility access are compliant with the Americans with Disabilities Act. Please categorize yourself by the following:
  - A. Yes, we are completely compliant and documentation is attached.
  - B. Yes, we have a timeline in place for compliance and our accessibility plan is attached.
  - C. No, we need help.
8. Applications for new or increased staff: How will this position be supported after the grant period? What new sources of funds must be obtained? How will your organization accomplish this?
9. Applications that generate new revenue: Please provide a separate plan that:
  - a: Describes the product, service or enhanced fund-raising activity;
  - b: Documents the need for such a project;
  - c: Delineates how it will be developed, marketed and financed;
  - d: Includes projected revenue figures.

# APPLICATION FORM DEFINITIONS

*At the top of the form on page 13 check the appropriate grant category for which you are applying for funding.*

1. **Grantee:** The individual, organization or group that will use the grant funds.
2. **Grant Title:** A descriptive title of the project or program no longer than seven words. This is the reference title for your grant.
3. **Grant Amount Requested:** From line 19 on the budget forms.
4. **Project Description:** Many people find it easiest to complete this after they have written their entire application. This short paragraph will be given to the Legislative committee reviewing your application and will be the only written description they receive. Please make sure it is clear, to the point, and that it completely describes your project. Use only the space provided on the application form. Do not use type smaller than 12 point.
  - a. **All Special Projects:** A brief description of activities that are the focus of the project.
  - b. **Operational Support:** A brief description of the grantee's programs, activities and/or services.
  - c. **Capital Expenditures:** A brief description of the project. If the project is part of a larger project, describe it also, please.
5. **Are you a tax-exempt 501(c)3 organization?**
6. **Are you a first-time applicant?**
- 7-12. **Revenue/Expenses:** Report the total fiscal activity of the grantee. Please use the most appropriate department, division or agency. This includes general, operating, board-designated, cash reserve, current unrestricted and restricted funds for operating purposes. DO NOT include any funds not expended or budgeted for operating purposes, such as acquisitions, endowment, fixed asset or plant, loan and scholarship funds.
  - Last year** — Use actual expense and revenue figures for your last fiscal year.
  - This year** — Use total actual year-to-date and projected budget figures for the remainder of your current fiscal year.
  - Next year** — Use projected budget figures for your next fiscal year.
13. **Number of Volunteers:** The total number of volunteers participating in the project.
14. **Number of Individuals to Benefit:** The total audience, participants, students, etc. (excluding employees and/or paid participants) anticipated to benefit. Estimate for broadcasts or large public events. Estimate the direct benefit to the general population and those with special needs, such as people with disabilities or institutionalized populations, racial or ethnic groups, youth or the aging.
15. **Project or Organizational Service Area:** Estimate the percentage of project expenditures directly serving the local area, regional area of Montana, or the entire state. These figures should add up to 100%.
  - Statewide** — a project or part of a project providing activities and/or services to the entire state. The project may be conducted by an organization with a statewide constituency and board of directors or a local or regional organization making the project available statewide.
  - Regional** — a project or organization providing activities and/or services to adjacent counties or Indian tribes in the same geographical area.
  - Local** — a project or organization providing activities and/or services to a city, town, community, county or Indian tribe.
  - Urban** — includes projects that serve the following cities: Billings, Bozeman, Butte/Silver Bow County, Great Falls, Helena, Kalispell/Flathead County and Missoula.
  - Rural** — includes all communities OTHER THAN those defined as urban. Define as rural those projects that serve counties containing urban cities but that do not provide services to those cities.
16. **Cultural Facility:** Check the box that applies. A cultural facility is a building or number of buildings operated significantly for the purpose of presenting public programs and activities in one or more eligible projects. If not applicable, skip to Number 20.
- 17-18. **Ownership:** Identify who owns and operates the cultural facility. Check the boxes that apply for each and write the name of each.
19. **Support:** Check the boxes that apply and specify the level(s) of support. If in-kind support is being given, please specify the goods and services and their value. Also, please specify the number of mills appropriated for your cultural facility, if applicable.
20. **Indirect costs.** If the applicant, such as a college or university, has an indirect cost policy to defray overhead expenses and includes these costs in the project budget, indicate if they are used as match or are intended to be paid from the Cultural and Aesthetic Project grant.
21. **Affect to Prehistoric or Historic Properties.** Grantees proposing projects that may affect prehistoric or historic properties must seek an evaluation of the project from the State Historic Preservation Office (SHPO) and include a letter from SHPO with your application (see Eligibility, page 5).
22. **Assurances and Signature of Authorizing Official:** For an application to be considered for funding, it must be signed by the authorizing official of the government sponsor, with the title of the authorizing official and the date the application was signed.
  - All Montana university and college units' applications need to be signed by the institution's Grants and Contracts officer.

# BUDGET DEFINITIONS

## BUDGET EXPENSES DEFINITIONS (pages 15-17)

1. **Employee Salaries & Fringe Benefits:** Payments to or for persons considered employees of the organization conducting the project.
2. **Contracted Services:** Payments to firms or persons for services of individuals not normally considered employees of the organization conducting the project, but consultants or employees of other organizations, whose services are specifically identified with the project.
3. **Space Rental:** Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces.
4. **Travel:** All costs for travel directly related to individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include expenses for trucking, shipping or hauling, which belong under "Remaining Operating Expenses," line 6.
5. **Marketing:** All costs for marketing/publicity/promotion. Do not include payments to individuals or firms which belong under "Employee Salaries" on line 1, or "Contracted Services" on line 2. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. Fund-raising expenses should be entered under "Remaining Operating Expenses."
6. **Remaining Operating Expenses:** All expenses not entered in other categories. Include fund-raising, scripts and scores, lumber and nails, electricity, telecommunications, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel," line 4.
7. **Capital Expenditures:** Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents. Purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc.
8. **Total In-kind Contributions:** Total of the fair market value of donated services and supplies. The organization must maintain documentation of the type and value of in-kind contributions.
9. **Total Project Expenses:** The total of lines 1-8.

## BUDGET REVENUE DEFINITIONS (pages 15-17)

10. **Earned Revenue:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
  11. **Contracted Services Revenue:** Revenues derived from fees earned through sales of services. Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.
  12. **Other Revenue:** Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.
  13. **Corporate Support:** Cash support derived from contributions given for this project by businesses, corporations and corporate foundations.
  14. **Foundation Support:** Cash support derived from contributions given for this project by private foundations. Include multi-state regional consortiums such as WESTAF.
  15. **Other Private Support:** Cash support derived from cash donations. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.
  16. **Government Support:**
    - a **Federal:** Cash support derived from grants or appropriations given by agencies of the federal government.
    - b **State:** Cash support derived from grants or appropriations given by agencies of state government.
    - c **Local:** Cash support derived from grants or appropriations given by city, county, in-state regional and other local government agencies.
- For lines 13-16: Indicate source and status of funds; i.e. pending, awarded, to be applied for, etc.
17. **Applicant Cash:** Funds from Applicant's present and/or anticipated resources that Applicant plans to provide for the project/operations.
  18. **Total In-kind Contributions:** Same as line 8.
  19. **The grant amount requested must equal the difference between total proposed expenses and total proposed applicant revenue.** Also must meet matching requirements (see page 6.)
  20. **Total Project Revenue:** The total of lines 10-19. Must equal line 9.

# SAMPLE BUDGET DETAIL

Using the categories on budget pages 15-17, attach a detailed description of each year's expense and revenue budget items for the entire grant period, as in the following example. Expenses are assumed to be cash unless indicated as in-kind. If you have access to one, a computer spreadsheet works well to line out this detail. The following are not fixed categories. This is only a sample budget.

## EXPENSES

## ONE YEAR PROJECT

### Employee Salaries & Fringe Benefits:

#### Administrative-Project Director salary:

1/2 time for 5 weeks @ \$15/hour plus 20% fringe benefits .....1,800

### Contracted Services:

#### Artistic

5 visual artists contracted for half time for 3 wks @ \$25/hour .....7,500

#### Travel

##### In-state travel for 3 days, 2 nights, 200 miles:

mileage (200 x .445) ..... .89

meals (3 days x 23/day) ..... .69

lodging (2 nights x 64/night) ..... .128

#### Space rent (in-kind)

Store front donation by 123 Company Value of 500 sq ft at \$1,500/month for 3 weeks

(See attached letter of value documentation from 123 Company) .....1,125

#### Marketing (in-kind)

Layout and printing of 500 brochures and posters donated .....1,000

Value of layout: 2 hours @\$25/hour & 1000 pieces of full-color/glossy paper printing at \$.95/piece

**Total Expenses (must equal revenue) .....11,711**

## REVENUE

### Earned Revenue

Sales-Admissions: 50 participants @ \$25 each .....1,250

Contracted Services: 2 workshops @ \$500 each .....1,000

### Contributed Revenue

#### Foundation Support

a. XYZ Foundation, awarded Fiscal Year 2008 .....1,194

b. Big Buck Foundation, pending .....1,200

**Total Cash Revenue: .....4,644**

**Total In-kind Contributions (space rental & marketing above): .....2,125**

**Total Grant Amount Requested: .....4,942**

**Total Revenue .....11,711**

**What the grant funds will be used for:** The grant funds will be used to help pay for the visual artists.

*FYI: Current state rates for in-state travel are:*

*Mileage – 44.5 cents a mile*

*Lodging – generally \$60 per night (plus tax) See <http://doa.mt.gov/doatravell/travelmain.asp> for specific rates in your area.*

*Meals – \$23 per day*

# ASSURANCES

## Grant sponsor must provide assurance that:

- Accounting and financial services are available and that they bear ultimate legal and fiscal responsibility for the project if funded.

## Grant applicant must provide assurance that:

- No person shall, on the grounds of race, creed, religion, color, sex, physical or mental disability, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity that results from the expenditure of grant funds.
- The organization will comply with the Fair Labor Standards Act in regard to the employment of professional personnel, mechanics and laborers and with the health, safety and sanitary laws of Montana. The applicant will provide such assurance to the Montana Commissioner of Labor and Industry and the Secretary of Labor upon request.
- The organization will not use grants funds for lobbying, influencing legislation, or partisan political activity of any kind. (Hatch Act [5 U. S. C. 1501-1508] & Intergovernmental Act of 1970 as amended by Title VI of the Civil Service Reform Act. )
- The organization will comply with the Native American Graves Protection and Repatriation Act (NAGPRA) and Montana's Human Remains and Burial Site Protection Act (MCA 22-3-801 through 22-3-811). These two pieces of legislation require respectful treatment of human remains and objects of cultural patrimony. NAGPRA especially involves a specific process for inventorying and handling existing museum collections.
- The applicant will comply with all State of Montana laws including the open meeting law.

# GRANT PAYMENT/REPORT REQUIREMENTS

## Notification

Applicants will be notified of funding decisions shortly after the legislative session ends May 1, 2007.

## Payments

Payments will only be released following submission of all required paperwork and if the Cultural and Aesthetic Project account has funds available and if an examination of the costs incurred by the projects shows total payment is appropriate. 5% of the total grant award will be withheld until final reports are received by the Montana Arts Council. For grantees who have submitted late reports in the past, 30% of the award may be held pending receipt of reports by the council.

In no case will grants be released without receipt of any prior final reporting due to the arts council. Awards of \$4,500 or less may receive up to 95% of the grant amount in any fiscal quarter. Projects awarded more than \$4,500 may receive up to 1/2 of the total grant after January 1, 2008; and the balance after January 1, 2009.

Challenge grants will be paid when the benefiting organization documents the specified match. Organizations failing to meet the total match requirement within the grant period will be eligible to receive that portion of the grant that has been matched. The review committee will be apprised of an organization's inability to meet the total match.

## Budget Modifications

Grant awards are made as legislative appropriations for specific purposes. Once the proposal and budget have been approved, legislative action is needed to modify it. The Montana Arts Council HAS NO AUTHORITY to increase the grant award or to allow you to modify the scope or purpose of the award.

## Final Reporting

*The following procedure governs receipt of all final reports:*

- A written reminder and e-mail will be sent out June 1, 2009, to all grantees who have not yet submitted a final report reminding them that final reports are due by September 15, 2009. Paper forms (if requested) and web address information (for on-line forms) will also be provided at that time. Final reports not received by September 30, 2009, are delinquent. The only exception to this requirement are grantees who have submitted a written request for extension, stating the extenuating circumstances which do not permit timely submission of final reports, and who have subsequently received a written extension from the Council. The same procedures below will be applied to grantees who are delinquent following the end of their extended deadline.
- A written reminder, return receipt requested, is sent to delinquent grantees on September 30, 2009, telling them that their reports are delinquent and that they have 30 days to submit them.
- On October 30, 2009, a letter, return receipt requested, is sent to the board president of delinquent grantees letting them know that final reports were due on September 15, 2009, and have not been received and that they have until November 30, 2009, to get the final reports in.
- On November 30, 2009, written notification will be sent to the Cultural Trust Advisory Committee. Any Cultural Trust final reports not received by the Legislative session will also be reported to the Legislative sub-committee that reviews these grants.

*It is the responsibility of the grantee to have proof of delivery of final reports to MAC.*

# WHAT TO MAIL CHECK LIST

✓ Check off each item as you complete the task.

## ALL APPLICATIONS

☐ This completed checklist

Please collate two separate complete applications in the following order. Send one original and one copy (two complete sets) clearly labeled consisting of the following:

- ☐ The application form (pages 13-14) and the applicable budget form (pages 15-18). See instructions on page 7.
- ☐ Application narrative, not to exceed three pages. See page 7.
- ☐ Budget detail describing each cash and in-kind expense and revenue item for the entire project in detail (see page 10 for sample.)
- ☐ On your budget detail, please describe what your grant will be used for. See sample on page 10.
- ☐ Please double-check your budget to make sure that your income (line 9) equals your expense (line 20). These totals must be exactly the same or there is a problem with your budget. A budget form that automatically totals is available on the MAC website [www.art.mt.gov/orgs/orgs\\_ca.asp](http://www.art.mt.gov/orgs/orgs_ca.asp).
- ☐ A brief resume or bio of the project director and key staff, contractors or volunteers. If position is vacant, include a job description.
- ☐ Organization history
- ☐ Current board member list with name, address, phone, fax and e-mail. (if applicable)
- ☐ No more than five current letters of support (Letters of support from the Montana Arts Council for other grant applications will be considered a conflict of interest and should not be included.)
- ☐ Supplemental material you feel will help the committee better understand your project/organization.
- ☐ Documentation from the constituency to be served, if the project will significantly address those with special needs (see number 14 on the application form, page 13.)

**We will bind all applications forms for use by the Advisory Committee and ask that you:**

1. Use standard 8-1/2" x 11" paper.
2. DO NOT send double-sided or duplex copies
3. Collate all materials in the order listed above.
4. Use paper clips instead of staples.
5. Do not bind your application. This will be done for you.

## RETURN COMPLETED APPLICATIONS TO:

Cultural and Aesthetic Projects  
Advisory Committee  
c/o Montana Cultural Trust  
PO Box 202201  
316 N. Park Avenue, Suite 252  
Helena, MT 59620-2201

Postmark Deadline: 5:00 p.m., August 1, 2006

- ☐ Letter of agreement between the grantee and the State Historic Preservation Office, if applicable (see Historic Preservation Projects, page 6).
- ☐ Documentation of kind(s) and level(s) of local government support for cultural facilities, if applicable (see Matching Requirements, page 6.)

## ALL APPLICATIONS

Two copies of:

- ☐ Drawings, photographs, slides (no more than 10), 16mm motion picture film, VHS videotape, DVDs, CDs, or audiocassettes. (if applicable)
- ☐ A letter from your governmental sponsor saying that they agree to be your sponsor, that they are a bona-fide government unit able to receive state funds, that they have accounting and financial services available and bear legal and financial responsibility for the grant.

## FOR SPECIAL PROJECT APPLICATIONS

- ☐ Two copies of financial statements for the most recently completed fiscal year.

## IF APPLICABLE

Two copies of:

- ☐ Job descriptions if the project expands current staff or adds new staff. It should include job title, qualifications, responsibilities and activities.
- ☐ A plan for projects that generate new sources of revenue (see page 2 and page 7)
- ☐ Annual regrant program guidelines, process, evaluation (see page 2 and page 7)

## FOR OPERATIONAL SUPPORT APPLICATIONS

Two copies of:

- ☐ An explanation if your operating budget for FY 2008 is over 5% higher than for FY 2007 (see page 16).
- ☐ Financial statements for the most recently completed fiscal year.
- ☐ Budget for your current fiscal year.

## FOR CAPITAL EXPENDITURE APPLICATIONS

Two copies of:

- ☐ Financial statements for the most recently completed year.
- ☐ A description of how you are going to pay for, operate and maintain the facility.
- ☐ An itemized budget for operating and maintaining the facility for the year after the project is completed. Please see page 18 for more information.
- ☐ Renderings, working drawings or photographs of the facility to be renovated, improved or constructed or the artifacts or artwork to be acquired.

**All supplemental material must accompany the application. See bottom of page 4.**

**FY2008-2009**

**PLEASE TYPE OR PRINT**  
Please see page 8 for definitions.

# MONTANA CULTURAL TRUST

## APPLICATION FORM

### Grant Category (Check One)

- ☐ 1) Special Project  
☐ 2) Special Project Under \$4,500  
☐ 3) Operational Support  
☐ 4) Capital Expenditure

Challenge Grants for

Endowment Development:

Call the Montana Arts Council at  
(406) 444-6430 for a form.

1. Grantee:																	
2. Grant Title:																	
3. Grant Amount Requested:																	
4. Project Description (Complete in space provided. DO NOT reduce copy.)																	
5. Are you a 501 (c) 3 non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Is this your first Cultural and Aesthetics grant application submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No															
7. Last Year Operating Revenue Actual	9. Present Year Operating Revenue Budget	11. Next Year's Operating Revenue Budget															
8. Last Year Operating Expenses Actual	10. Present Year Operating Expenses Budget	12. Next Year's Operating Expenses Budget															
13. # Volunteers Involved	15. How does your project or organization serve the state?																
14. Individuals to Benefit  General Audience _____  Special Populations _____  Total to Benefit _____	Statewide	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Urban %</th> <th style="width: 33%;">Rural %</th> <th style="width: 33%;">Total %</th> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td style="text-align: center;">100%</td> </tr> </table>	Urban %	Rural %	Total %										Total		100%
	Urban %	Rural %	Total %														
Total		100%															
Region of the state (counties or tribes)																	
Local																	

### Below Is For Office Use Only

#### Project Category:

- ☐ Art  
☐ History  
☐ Other Cultural

#### Community Type

- ☐ Rural  
☐ Urban  
☐ Statewide

Applicant Status: ☐ ☐

Applicant Institution: ☐ ☐

Applicant Discipline: ☐ ☐ ☐

Project Discipline: ☐ ☐ ☐

Type of Activity: ☐ ☐

Project Type: ☐ ☐ ☐

Arts Ed: ☐ ☐

Touring/Presenting: ☐ ☐

Race: ☐ ☐

Technology: ☐

Youth at Risk: ☐

Accessibility: ☐

Date Received: \_\_\_\_\_

Grant Number: \_\_\_\_\_

History Number: \_\_\_\_\_

Grant Category: \_\_\_\_\_

16. Is this application being made by or on behalf of an organization which owns a cultural facility? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, skip to 20)		
17. Who owns this cultural facility? <i>(Please provide the names of the owners and type of organization.)</i>	18. Who operates the facility? <i>(Please provide the names of the operators and type of organization)</i>	
<input type="checkbox"/> Non-profit corporation	<input type="checkbox"/> Non-profit corporation	
<input type="checkbox"/> For-profit corporation	<input type="checkbox"/> For-profit corporation	
<input type="checkbox"/> Municipality	<input type="checkbox"/> Municipality	
<input type="checkbox"/> County	<input type="checkbox"/> County	
<input type="checkbox"/> Other (name)	<input type="checkbox"/> Other (name)	
19. If the facility is owned by a municipality or by the county, what kind and value of support is given to the facility annually? (Please see matching requirements page 7.)		
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Other Cash: \$ _____	<input type="checkbox"/> In-Kind: \$ _____
<input type="checkbox"/> General Funds: \$ _____	<input type="checkbox"/> Mill Levy \$ _____ # Mills _____	<input type="checkbox"/> Total Value: \$ _____
<input type="checkbox"/> Revenue Sharing: \$ _____	<input type="checkbox"/> Block Grant: \$ _____	
20. Indirect costs: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Used as match: \$ _____ <input type="checkbox"/> Paid from grant: \$ _____		
21. Have you contacted the State Historic Preservation Office to obtain a letter of agreement, if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
22. Government Sponsor Assurances: I understand that by making application for Cultural and Aesthetic Project funds from the Cultural Trust Fund, the government sponsor I represent will provide financial and accounting services and will be fiscally and legally responsible for the completion of the project, if funded.		
Authorizing Signature of the Governmental Sponsor		
Name of Authorizing Signator		Title
Government Sponsor Organization		
Address		
E-mail Address	Day Phone	Date

## Grantee Assurances:

I assure that no person shall, on the grounds of race, creed, religion, color, sex, physical or mental disability, age or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity which results from the expenditure of grant funds.

I assure that the organization will comply with the Fair Labor Standards Act in regard to the employment of

professional personnel, mechanics and laborers, and the health safety and sanitary laws of Montana and that this assurance will be provided to the Montana Commissioner of Labor and Industry or the Secretary of Labor upon request.

I assure that the organization will comply with the Hatch Act (5 U.S.C. 1501-1508) and the Intergovernmental act of 1970 as amended by Title VI of the

Civil Service Reform Act and that none of the funds granted will be utilized for lobbying, influencing legislation, or partisan political activity of any kind.

I assure that the organization will comply with the Native American Graves protection and Repatriation Act and Montana's Human Remains and Burial Site Protection Act (MCA 22-3-801 through 22-3-811.)

Project Director Signature  <hr/> Project Director Name (please type or print)  <hr/> Organization Name  <hr/>	Address  <hr/> City, State, Zip  <hr/> Daytime Phone                      Evening Phone  <hr/> Fax Number                              Email Address  <hr/>
--	---



# 1) SPECIAL PROJECTS BUDGET OR 2) SPECIAL PROJECTS UNDER \$4,500

Grantee \_\_\_\_\_

Round numbers to the nearest dollar. See page 9 for definitions.

EXPENSES	Proposed FY 2008	Proposed FY 2009	Total
1. Employee Salary & Fringe Benefits			
2. Contracted Services			
3. Space Rental			
4. Travel			
5. Marketing			
6. Remaining Operating Expenses			
7. Capital Expenditures-Acquisitions			
8. Total In-Kind Contributions (Must equal line 18)			
9. Total Operating Expense (Must equal line 20)			
<b>REVENUE</b>			
10. Earned Income: Sales and Memberships			
11. Contracted Services Revenue			
12. Other Revenue—source:			
13. Corporate Support—source:			
14. Foundation Support—source:			
15. Other Private Support—source:			
16. Government Support			
a. Federal—source:			
b. State/Regional—source: (include your grant request in line 19 below, not here)			
c. Local—source:			
17. Applicant Cash			
18. Total In-Kind Contributions (Must equal line 8)			
19. <b>Grant Amount Requested</b> - No greater than the total of lines 10-18.			
20. Total Operating Revenue (Total lines 10-19; must equal line 9)			

Project Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Project End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # Paid Staff Full-Time \_\_\_\_ #Paid Part-Time Staff \_\_\_\_

Has this project been conducted in years prior to the grant period? ☐ Yes ☐ No If yes, # of years \_\_\_\_Will the project continue after the grant period? ☐ Yes ☐ No

If yes, how will it be funded?

Please attach two copies of financial statements for the most recently completed fiscal year.

Please provide two copies of the budget detail about how your grant will be used. See budget detail sample on page 10.

### 3) OPERATIONAL SUPPORT BUDGET

Grantee \_\_\_\_\_

Round numbers to the nearest dollar. See page 9 for definitions.

EXPENSES	Proposed FY 2008	Proposed FY 2009	Total
1. Employee Salary & Fringe Benefits			
2. Contracted Services			
3. Space Rental			
4. Travel			
5. Marketing			
6. Remaining Operating Expenses			
7. Capital Expenditures-Acquisitions			
8. Total In-Kind Contributions (Must equal line 18)			
9. Total Operating Expense (Must equal line 20)			
<b>REVENUE</b>			
10. Earned Income: Sales and Memberships			
11. Contracted Services Revenue			
12. Other Revenue—source:			
13. Corporate Support—source:			
14. Foundation Support—source:			
15. Other Private Support—source:			
16. Government Support			
a. Federal—source:			
b. State/Regional—source: (include your grant request in line 19 below, not here)			
c. Local—source:			
17. Applicant Cash			
18. Total In-Kind Contributions (Must equal line 8)			
19. <b>Grant Amount Requested</b> - No greater than the total of lines 10-18.			
20. Total Operating Revenue (Total lines 10-19; must equal line 9)			

# Paid Staff Full-Time \_\_\_\_\_ #Paid Part-Time Staff \_\_\_\_\_

Has your organization been incorporated for at least two years? ☐ Yes ☐ No

If your operation budget for FY2008 will be over 5% higher than FY2007, please explain why on a separate sheet of paper.

Please attach two copies of financial statements for the most recently completed fiscal year.

Please attach two copies of your budget for your current fiscal year.

Please provide a brief narrative description in the budget detail about how your grant will be used. See budget detail sample on page 10.

# 4) CAPITAL EXPENDITURES BUDGET

Grantee

Round numbers to the nearest dollar. See page 9 for definitions.

EXPENSES	Proposed FY 2008	Proposed FY 2009	Total
1. Employee Salary & Fringe Benefits			
2. Contracted Services			
3. Space Rental			
4. Travel			
5. Marketing			
6. Remaining Operating Expenses			
7. Capital Expenditures			
a. Acquisitions			
b. Site Purchase & Development			
c. Feasibility Studies & Design Fees			
d. Construction Costs (Labor & Materials)			
e. Capital Expenditures - Other			
8. Total In-Kind Contributions (Must equal line 18)			
9. Total Operating Expense (Must equal line 20)			
<b>REVENUE</b>			
10. Earned Income: Sales and Memberships			
11. Contracted Services Revenue			
12. Other Revenue—source:			
13. Corporate Support—source:			
14. Foundation Support—source:			
15. Other Private Support—source:			
16. Government Support			
a. Federal—source:			
b. State/Regional—source: (include your grant request in line 19 below, not here)			
c. Local—source:			
17. Applicant Cash			
18. Total In-Kind Contributions (Must equal line 8)			
19. <b>Grant Amount Requested</b> - (Each grant dollar requested must be matched by three dollars in cash or in-kind revenue in lines 10–18)			
20. Total Operating Revenue (Total lines 10-19; must equal line 9)			

—SEE OVER—

## **CAPITAL EXPENDITURES BUDGET, *continued***

---

Project Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Project End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Overall Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Staff Full-Time \_\_\_\_ # Staff Part-Time \_\_\_\_

Has this project been conducted in years prior to the grant period? ☐ Yes ☐ No If yes, # of years \_\_\_\_

Will the project continue after the grant period? ☐ Yes ☐ No

If yes, how will it be funded? \_\_\_\_\_

---

Please attach two copies of financial statements for the most recently completed fiscal year.

Please attach two copies of an itemized budget for operating and maintaining the facility for the year after the project is completed. This budget should consist of items like electricity, water, janitorial items, etc. This is not to be an organizational budget - but an estimate of what it costs to keep the doors open for a year. Include only costs you incur because you own or operate the building.

Please provide a brief narrative description in the budget detail about how your grant will be used. See budget detail sample on page 10.

# FEEDBACK FORUM

*(Completion of this form is optional.)*

*1. Do you have any questions regarding or suggestions for improving our grant application materials?*

*2. Do you have any suggestions for improving the grant application process?*

*3. Do you have any suggestions on how the state can improve service to you and the Montana cultural community?*

---

Signature (optional)

# FOR MORE INFORMATION

## MONTANA ARTS COUNCIL

PO Box 202201  
316 N. Park Ave., Suite 252  
Helena, MT 59620-2201  
406/444-6430  
FAX: 406/444-6548  
E-mail: [mac@mt.gov](mailto:mac@mt.gov)  
[www.art.mt.gov](http://www.art.mt.gov)

- **Grants Consultation:**  
*Carleen Layne-clayne@mt.gov*  
*Arlynn Fishbaugh-afishbaugh@mt.gov*  
*Kristin Han-Burgoyne-khan@mt.gov*
- **Budgets, Fiscal Reporting and Payment Information:**  
*Carleen Layne-clayne@mt.gov*
- **ADA or Accessibility Questions:**  
*Kristin Han Burgoyne-khan@mt.gov*
- **Executive Director:** *Arlynn Fishbaugh*

## MONTANA HISTORICAL SOCIETY

225 N. Roberts  
Helena, MT 59620  
406/444-2694  
FAX: 406/444-2696

- **Archives & Oral History:**  
*Jodie Foley 444-4787-jofoley@mt.gov*
- **Historic Museums and Collections:**  
*Susan Near 444-4710-snear@mt.gov*
- **Interim Director:** *Mark Baumler*

## STATE HISTORIC PRESERVATION OFFICE

1410 8th Ave  
Helena, MT 59620  
406/444-7715  
FAX: 406/444-6575

### Historic Preservation and Archaeology

- **Historical Architecture Specialist:**  
*Pete Brown 444-7718-pebrown@mt.gov*
- **State Historic Preservation Officer:**  
*Mark Baumler 444-7717-mbaumler@mt.gov*

## MONTANA COMMITTEE FOR THE HUMANITIES

311 Brantly Hall  
The University of Montana,  
Missoula MT 59812-8214  
406/243-6022 or  
toll-free in Montana: (800) 624-6001  
FAX: 406/243-4836

### Public Programs and Media Productions in the Humanities

- **Executive Director:**  
*Mark Sherouse-mark.sherouse@umontana.edu*
- **Program Officer:**  
*Yvonne Gritzner-yvonne.gritzner@umontana.edu*

## MONTANA STATE LIBRARY

1515 East Sixth St.  
Helena, MT 59620  
406/444-3115  
FAX: 406/444-5612

- **Library Grants:**  
*Darlene Staffeldt-dstaffeldt@mt.gov*



# CULTURAL TRUST GRANTS FROM 2006-2007

Grantee	City	Award	Grant Title
Alberta Bair Theater	Billings	\$17,600.00	Operational Support
Archie Bray Foundation	Helena	\$14,100.00	General Operations
Art Mobile of Montana	Dillon	\$10,600.00	Operational Costs for Art Mobile of Montana
Artisan Dance	Helena	\$14,100.00	Building a Resident Ballet Company
Big Horn Arts and Crafts Assoc	Hardin	\$10,600.00	Operational Support
Billings Symphony Society	Billings	\$13,400.00	Yellowstone Symphonic Music Initiative
Bozeman Symphony Society	Bozeman	\$9,900.00	Education Outreach Support
Browning Community Development Corp	Browning	\$9,000.00	Browning Arts in the Park
Butte Center for the Performing Arts	Butte	\$17,600.00	Operational Support
Butte Center for Butte Citizens for Pres & Revitalization	Butte	\$4,500.00	Stained Glass Tour and Booklet
Butte Symphony Association	Butte	\$7,100.00	Organizational Growth
Carbon County Arts Guild & Depot	Red Lodge	\$6,400.00	Staff support
Carbon County Historical Society	Red Lodge	\$15,500.00	Operations Support
Chantilly Players	Stevensville	\$5,600.00	Artistic Director
Children's Museum of Montana	Great Falls	\$6,200.00	Development Director Project
Council for the Arts, Lincoln	Lincoln	\$2,500.00	Arts Education Program
Custer County Art Center	Miles City	\$22,600.00	"Avenues to Education - Through the Arts"
District 7 HRDC Growth Thru Art	Billings	\$10,600.00	Growth Thru Art capacity building
Emerson Cultural Center	Bozeman	\$10,600.00	Special Projects: exhibits as a springboard for community outreach
Fort Wm H Harrison Museum Fdn	Fort Harrison	\$3,000.00	Montana Veterans in the 21st Century
Friends of the Madison Valley Library	Ennis	\$4,500.00	Montana Heritage Room
Grandstreet Theatre	Helena	\$10,600.00	Professional Staffing
Great Falls Symphony Assoc	Great Falls	\$14,100.00	Touring and Outreach
Hamilton Players, Inc	Hamilton	\$7,100.00	2005/6, 2006/7 Seasons
Helena Symphony Orchestra and Chorale	Helena	\$14,100.00	Operational Support
Hockaday Museum of Art	Kalispell	\$8,500.00	Art History and Education programs for all audiences
Holter Museum of Art	Helena	\$21,200.00	Operational Support
Intermountain Opera	Bozeman	\$8,500.00	Operating support
International Choral Festival	Missoula	\$3,500.00	Outreach Tours and Educational Symposium
KUFM-TV, Montana PBS	Missoula	\$10,600.00	Beasts in the Garden
Lewistown Art Center	Lewistown	\$2,500.00	Entryway Improvement
Liberty Village Arts Center & Gallery	Chester	\$12,300.00	Roof, Siding & Basement Renovation
Missoula Children's Theatre, Inc	Missoula	\$30,000.00	Live Theatre and Drama Education for Montanans
Meagher County Historical Association	White Sulphur Springs	\$4,500.00	Windows Restoration-Repair
Metropolitan Opera National Council	Missoula	\$1,000.00	MONC District Auditions
Miles City Preservation Comm	Miles City	\$3,000.00	Preservation Office Operational Support
Miles City Speakers Bureau	Miles City	\$4,500.00	Books / cubed
Mission Valley Friends of the Arts	Polson	\$4,000.00	Administrator/Project Director/Project
Missoula Art Museum	Missoula	\$14,100.00	Expanding Our Reach: Art for All Through the Internet
Missoula Symphony Association	Missoula	\$4,500.00	Music Education Expansion
Montana Alliance for Arts Ed	Manhattan	\$4,500.00	Professional Development with partners
Montana Art Gallery Director's Assoc	Great Falls	\$14,100.00	Visual Art Exhibits & Professional Training Support
Montana Artists Refuge	Basin	\$4,500.00	MAR Operational Support
Montana Arts	Bozeman	\$10,600.00	Operating Support
Montana Assoc of Symphony Orchestras	Bozeman	\$6,300.00	Operating Support
Montana Ballet Company	Bozeman	\$8,500.00	Operational Support 2006-2007
Montana Committee for the Humanities	Missoula	\$31,798.00	2006-2007 Speakers Bureau
Montana Dance Arts Association	Bozeman	\$4,500.00	Operating Support
Montana Historical Society	Helena	\$14,100.00	Identifying African American Heritage Resources in Montana
Montana Mandolin Society	Bozeman	\$2,000.00	Mandolins in Montana's Culture
Montana Museum of Art & Culture	Missoula	\$3,500.00	Contemporary Native American Art - Reflections After Lewis & Clark
Montana Performing Arts Consortium	Bozeman	\$17,600.00	Operating Support
Montana Preservation Alliance	Helena	\$17,600.00	Rural Preservation Initiative
Montana Repertory Theatre	Missoula	\$10,600.00	Celebrating the History of the American West
Montana Storytelling Roundup	Cut Bank	\$4,500.00	Montana Storytelling Roundup
Montana Ag Center & Museum Complex	Fort Benton	\$17,000.00	Museum Operation & Maintenance
Museum of the Rockies	Bozeman	\$7,100.00	Opening doors for school children
Myrna Loy Center	Helena	\$14,100.00	Myrna Loy Center Operational Support
Nat'l Museum of Forest Service History	Missoula	\$2,500.00	Forest Conservation History Exhibits
NW MT Hist Soc/ Mus at Central Sch	Kalispell	\$4,500.00	Operational Support
Pondera Arts Council	Conrad	\$13,400.00	Theatre Manager, enrollment in Community Concert Series
Prairie County Museum/Montana Historical Society	Terry	\$16,700.00	Online Catalog for Evelyn Cameron Photographic Collection
Preservation Cascade, Inc	Great Falls	\$3,000.00	Historic 10th Street Bridge as Destination Point
Rimrock Opera Company	Billings	\$7,100.00	Building Capacity
Rocky Mountain Ballet Theater	Missoula	\$7,100.00	Operational Support
Schoolhouse History & Art Center	Colstrip	\$10,600.00	"Open to the Arts" Educational Program
Shakespeare in the Parks	Bozeman	\$17,600.00	Operational Support
Signatures from Big Sky	Laurell	\$4,500.00	Signatures from Big Sky
Billings Cultural Partners	Billings	\$2,000.00	Arts and Culture - Relevant and Accessible
Southwest Montana Arts Council	Dillon	\$6,300.00	Electronic Arts Calendar
St Labre Indian School & Museum	Ashland	\$3,730.00	Preservation of Museum Artifacts
Sunburst Community Foundation	Eureka	\$5,300.00	Growing the Arts
VIAs, Inc	Missoula	\$12,000.00	Lands & Nations - Lewis & Clark
Vigilante Theatre Company	Bozeman	\$6,300.00	Montana Tour Support
VSA arts of Montana	Missoula	\$7,100.00	Site Program Support
Western Heritage Center	Billings	\$14,100.00	Excellence in Programming Initiative
Whitefish Theatre Company	Whitefish	\$10,600.00	Bringing the Best in Music and Theatre to Entertain and Educate
Wibaux County Visioning Committee	Wibaux	\$3,550.00	Sculpture Trail
World Museum of Mining	Butte	\$1,447.00	Interpreting the Orphan Girl Mine Yard
Writer's Voice (Billings YMCA)	Billings	\$17,600.00	Building Audiences for Literature Thru Partnerships and Collaborations
Yellowstone Art Museum	Billings	\$18,300.00	Preserving and Sharing Montana's Cultural Heritage
Young Audiences of Western MT	Missoula	\$5,600.00	Performance Tours and Teacher Professional Development



Cultural & Aesthetic Projects Advisory Committee  
**MONTANA CULTURAL TRUST**

P.O. Box 202201  
316 N. Park Ave., Rm. 252  
Helena, MT 59620-2201  
406.444.6430  
TTY: 711  
e-mail: [mac@mt.gov](mailto:mac@mt.gov)

**POSTMARK DEADLINE:** 5:00 p.m., August 1, 2006

51145

BULK RATE U.S. POSTAGE PAID HELENA, MT PERMIT NO.89
---